

**TOWN OF ARLINGTON**  
**BUILDING MAINTENANCE COMMITTEE**  
March 31, 2014– Minutes

Members Present:

Ruthy Bennett  
Christine Deshler  
Diane Johnson  
Barbara Thornton

Guests: Michael Bouton

Business:

1. The Vice Chair called the meeting to order at 4:05 pm.
2. R. Bennett informed the committee that the MIIA was offering a grant of up to \$10,000 for facilities maintenance program development and that the town might be eligible to apply. She will follow up on this and report back to the committee.
3. There was a discussion about the existence of assets that the town owns and should maintain but which may not be on the town's asset list that it compiles for insurance purposes. These "omitted" assets range from such things as the Uncle Sam Statue to playing fields to historic signs. It was understood that the insurance asset list would serve only as a starting point in creating the inventory of assets covered by the building maintenance plan and that a more exhaustive list would have to be developed over time.
4. The committee reviewed and discussed the latest draft "Arlington Maintenance Policy & Plan (3/19/14)" that B. Thornton had prepared.
  - The committee agreed that it was appropriate for a Facilities Department or a Building Maintenance Committee to identify capital needs and to make recommendations as to capital improvements.
  - There was a discussion about defining terms and/or acronyms at the outset of the document.
  - To the extent that there is an established emergency protocol for the town, the building maintenance policy should be consistent with it.
  - It was agreed that, at this point in time, it would be best not to state in the policy or plan that that 1-3% of undepreciated asset replacement value is a typical budgeted amount for building maintenance.
5. There was a discussion as to whether the town's building maintenance plan should mirror the town's capital plan, with a budget based on a percentage of the town's revenue and a Building Maintenance Committee serving the same oversight and decision making role as the Capital Planning Committee or, alternatively, whether the plan should be implemented through a new Facilities Department that would be funded and would

operate as any other department such as Public Works, in which case there would no longer be a need for a Building Maintenance Committee. The committee also considered whether a two-step process should occur, with a Facilities Department being created first, then a Capital Planning Committee-like organization being created a few years from now. There was also a discussion as to whether this committee or department would have unfettered discretion on where to spend the building maintenance budget or whether the budget would be split between the town and schools so that no money dedicated to one side could be used for maintenance on the other side. Also, there was some discussion as to whether, if there were to be one un-apportioned budget, should the town and schools still have some smaller amount of money in their budgets for maintenance to do with what they want. On this last issue, the consensus of the committee was that they should not and that everyone needs to be “all in”. It was agreed that these were all critical issues which needed to be further explored at the next meeting.

6. The committee determined that energy bills should be treated as maintenance expenses and included in the building maintenance plan particularly given that energy bills are often the first indication of maintenance problems.
7. There was a brief discussion about software and the need to bring in the IT Department before any purchasing or planning decisions could be made.
8. The next meeting will be on Wednesday, April 9, 2014 at 5:00 pm.

*Submitted by Christine Deshler, Secretary.*